

FINANCE (23)

AGENCY PLAN: STATEMENT OF PURPOSE, GOALS AND BUDGET SUMMARY

STATEMENT OF PURPOSE:

The Finance Department is responsible for maintaining the City's financial solvency, providing finance-based services to City departments and facilitating economic growth in Detroit through the effective and efficient management of resources and processes that provide essential services, a safer environment and an improved business climate for the City's public and private sector customers.

AGENCY GOALS:

1. Provide a safer environment for our citizens and our employees by enhancing our safety, training and wellness program.
2. Improve customer satisfaction by instituting business processes that meet the needs of departments, vendors, taxpayers and employees in an accurate and timely manner.
3. Facilitate business development and economic growth by providing timely and accurate financial information, analysis and arrangements.
4. Improve the City's financial position by maximizing revenues, controlling expenditures, managing exposure to risk, monitoring debt parameters and reporting financial information in an accurate and timely fashion.

AGENCY FINANCIAL SUMMARY:

2007-08 <u>Requested</u>		2006-07 <u>Budget</u>	2007-08 <u>Recommended</u>	Increase <u>(Decrease)</u>
\$ 42,371,149	City Appropriations	\$ 34,033,935	\$ 37,035,910	\$ 3,001,975
\$ 42,371,149	Total Appropriations	\$ 34,033,935	\$ 37,035,910	\$ 3,001,975
\$ 10,243,089	City Revenues	\$ 7,028,996	\$ 9,755,067	\$ 2,726,071
\$ 10,243,089	Total Revenues	\$ 7,028,996	\$ 9,755,067	\$ 2,726,071
\$ 32,128,060	NET TAX COST:	\$ 27,004,939	<u>\$ 27,280,843</u>	\$ 275,904

AGENCY EMPLOYEE STATISTICS:

2007-08 <u>Requested</u>		2006-07 <u>Budget</u>	04-01-07 <u>Actual</u>	2007-08 <u>Recommended</u>	Increase <u>(Decrease)</u>
<u>386</u>	City Positions	<u>333</u>	<u>313</u>	<u>351</u>	<u>18</u>
386	Total Positions	333	313	351	18

ACTIVITIES IN THIS AGENCY:

	2006-07 <u>Budget</u>	2007-08 <u>Recommended</u>	Increase <u>(Decrease)</u>
Administration	\$ 2,035,640	\$ 1,735,919	\$ (299,721)
Assessments	5,181,534	5,568,394	386,860
Purchasing	2,144,619	2,059,972	(84,647)
Treasury	5,082,129	5,545,442	463,313
Accounting Operations	8,862,371	8,716,803	(145,569)
Income Tax Operations	4,107,115	4,399,783	292,668
Pension Administration	<u>6,620,527</u>	<u>9,009,598</u>	<u>2,389,071</u>
Total Appropriations	\$ 34,033,935	\$ 37,035,910	\$ 3,001,975

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ADMINISTRATION ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: ADMINISTRATION

The Administration sets and maintains policies and procedures to be used throughout the department for efficient operation and the achievement of its mission, which includes directing and coordinating the activities of the Assessments Division, Treasury Division, Purchasing Division, Income Tax Division, Pension Bureau, and the Accounts Division. The Accounts Division includes the following sections: General Accounting, Accounts Payable, Payroll Audit, Risk Management, Project Administration, and Debt Management. Finance Administration is also charged with developing and assisting in financing for various economic development projects Citywide for governmental and quasi-governmental agencies. The Office of Targeted Business Development (OTBD) facilitates and encourages the startup and growth of Detroit-headquartered businesses and Detroit-based small businesses. OTBD develops relationships between targeted businesses and business-oriented organizations to provide innovative training and procurement opportunities that strengthen Detroit businesses and stimulate the local economy. Through its efforts to increase utilization of targeted businesses in City procurement, OTBD is a key driver of the Mayor's priority of accelerating economic and business development to create the Next Detroit.

GOALS:

1. Provide efficient administrative support for the effective delivery of financial services to our customers, which include City agencies and the public.
2. Continually improve our level of customer satisfaction through process improvement initiatives and increased agency linkages.
3. Identify and achieve appropriate levels of personnel for optimal divisional operations.
4. Improve employee morale through increased training and empowerment initiatives.
5. Establish financial policies and procedures to be used throughout City government to maintain financial integrity and solvency.
6. Maintain relationships with credit rating agencies, bond insurers and investors.
7. Serve as liaison for Finance Divisions with City Council, Mayor's Office, Budget, Human Resources, Information Technology Services and other City agencies as needed.
8. Develop and mentor Detroit-based businesses through training classes, seminars, conferences, and one-on-one contact, with a focus on targeted marketing opportunities.
9. Provide timely information to Detroit-based businesses about current and upcoming City contracting opportunities, as well as other governmental and private sector opportunities.
10. Foster joint-venture and mentor-protégé business relationships.
11. Track progress of targeted businesses, based upon contracts awarded, employees hired, loans obtained and increased revenues.
12. Seek and develop new franchises to locate or relocate in the City of Detroit.

MAJOR INITIATIVES FOR FY 2006-07:

The Finance Department role in the Next Detroit Neighborhood Initiative (NDNI) will transform the city's neighborhoods into vibrant areas for its citizens to work, play and live and provide support services for vendor payments, property tax information, and other financial services to assist the NDNI in establishing the proposed neighborhoods in development.

ADMINISTRATION:

- The Finance Department will add staff to the Treasury Department to increase revenue collection for the City of Detroit.
- Consolidate debt management and disbursement activities under the Treasury Division.

TARGETED BUSINESS DEVELOPMENT:

- Continue improving upon the success of the NxLevel project for Detroit-based business classes, with an emphasis on target recruiting based upon knowledge of upcoming contracting opportunities.
- Plan and implement a signature business community outreach event targeting a minimum of 200 Detroit-

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headquartered businesses.

- Identify a minimum of five (5) industries that may yield contracting opportunities within the next two (2) years.
- Identify a pool of eligible Detroit businesses to participate in bidding on contracting opportunities projected for 2006 through 2008, utilizing the PAR report and the In/Out report provided by the Purchasing Division.

PLANNING FOR THE FUTURE FOR FY 2007-08, FY 2008-09 and BEYOND:

ADMINISTRATION:

- Improve the City's ability to bill and collect its account receivables.
- Switch the use of imprest (petty) cash accounts to Purchase Cards to improve control and accountability.
- Provide administrative coordination of online tax preparation and electric filing for City of Detroit income taxes.

TARGETED BUSINESS DEVELOPMENT:

- Continue providing NxLevel classes for Detroit-based businesses.
- Create a seminar introducing Detroit-based entrepreneurs (DBE) to international trade opportunities.
- Increase the level of DBE participation in City contracting and increase non-Detroit (both governmental and private-sector) contracts for DBEs.
- Recruit a minimum of one major retail store and one nationally recognized franchise to open a business in the City, especially in those areas positioned for further redevelopment.

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ADMINISTRATION MEASURES AND TARGETS

Type of Performance Measure: List of Measures	2004-05 Actual	2005-06 Actual	2006-07 Projection	2007-08 Target
Inputs: Resources Allocated or Service Demands Made				
Attend Department Heads Meeting	Bi-monthly	Bi-monthly	Bi-monthly	Bi-monthly
Employee slots budgeted	393	304	304	304
Percent of employee slots filled	100%	100%	100%	100%
Employees receiving training	99%	99%	99%	99%
Outcomes: Results or Impacts of Program Activities¹				
Moody's credit rating	Baa1/Aa3/A1	Baa2/Baa3/A+	Baa2/Baa3/A+	Baa2/Baa3/A+
Standard and Poor's	BBB+/A/A1	BBB-/BBB-/A	BBB-/BBB-/A	BBB-/BBB-/A
Fitch Investor's Service	A/A/A+	BBB/BBB/BBB+	BBB/BBB/BBB+	BBB/BBB/BBB+
Dollar amount of Detroit-based contracts	\$998,595,273	\$1,494,484,422	\$1,500,000,000	\$1,500,000,000
Percent of City contracts utilizing Detroit-based businesses	64%	82%	90%	90%
Approximate number of DBE business contacts to provide critical information to owners	250	650	800	800
Number of certified DBEs completing a 12-week business training course designed to help grow business	47	50	60	60
Approximate dollar value of contracts obtained by DBEs who are Targeted Business clients	\$350,000	\$1,200,000	\$2,000,000	\$2,000,000
Number of small- to medium-size Detroit-based businesses being mentored	30	46	60	60
Efficiency: Program Costs related to Units of Activity				
Response time to complaints and inquiries	2 days	2 days	2 days	2 days
Activity Costs	\$1,386,064	\$1,821,293	\$2,035,640	\$1,735,919

¹Major credit ratings (G.O./Water/Sewerage Disposal)

CITY OF DETROIT
Finance Department
Financial Detail by Appropriation and Organization

Administration	2006-07 Redbook		2007-08 Dept Final Request		2007-08 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Administration						
<i>APPROPRIATION ORGANIZATION</i>						
00058 - Administration						
230010 - Administration	5	\$1,246,508	4	\$1,332,171	4	\$1,133,636
APPROPRIATION TOTAL	5	\$1,246,508	4	\$1,332,171	4	\$1,133,636
11859 - Targeted Business Development						
230025 - Targeted Business Development	5	\$789,132	6	\$845,914	5	\$602,283
APPROPRIATION TOTAL	5	\$789,132	6	\$845,914	5	\$602,283
ACTIVITY TOTAL	10	\$2,035,640	10	\$2,178,085	9	\$1,735,919

CITY OF DETROIT
Budget Development for FY 2007-2008
Appropriations - Summary Objects

	2006-07	2007-08	2007-08
	Redbook	Dept Final	Mayor's
		Request	Budget Rec
AC0523 - Administration			
<i>A23000 - Finance Department</i>			
SALWAGESL - Salary & Wages	657,672	708,367	631,635
EMPBENESL - Employee Benefi	457,402	500,230	415,626
OPERSUPSL - Operating Supplie	71,175	64,175	64,175
OPERSVCSL - Operating Service	522,656	676,144	509,390
OTHEXPSSL - Other Expenses	253,202	227,770	112,770
FIXEDCHGSL - Fixed Charges	73,533	1,399	2,323
<i>A23000 - Finance Department</i>	<i>2,035,640</i>	<i>2,178,085</i>	<i>1,735,919</i>
AC0523 - Administration	2,035,640	2,178,085	1,735,919
Grand Total	2,035,640	2,178,085	1,735,919

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ASSESSMENTS ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: ASSESSMENTS

This activity is responsible for annually discovering, listing, and valuing all taxable property within the jurisdiction and producing the annual assessment roll. The Assessments Division's authority is derived from the constitution and the statutes of the state. This Division is responsible for annually determining the assessed value, taxable value and capped value of all 438,500 parcels, i.e. residential, commercial, industrial, and personal property parcels within the City for the purpose of lawfully levying the taxes that generate substantial City revenue. Michigan Compiled Laws (MCL 211.44) outlines the statutory funding level that must be maintained. It is unlawful to budget the Assessment Administration function(s) below statutory mandates.

GOALS:

1. To conduct site reviews of the required 30% of all property annually.
2. Value and assess all properties not exempt by the December 31st statutory tax day and produce an assessment roll by February 1st, including application and maintenance of all abated properties.
3. Continue conversion of building data from IPDS to Equalizer Assessing System.
4. Field review, capture and value all real and personal property within the jurisdiction. Process all personal property statements.
5. Timely produce statutory, fiscal, and fiduciary reports, e.g. L-4015 Sales Study Report for Equalization; L-4021 & L-4022 Equalization; L-4025 Headlee Rollback; L-4029 Millage Request Report; L-1428 – Application for State Treasurer's Approval to Issue Long-term Securities; L-4409 Revenue Sharing; L-3369 Renaissance Zones; L-4154 & L-4155 Notice of Incorrectly Reported or Omitted form Assessment Roll; DDA, Capture Districts, and Brownfields' Reports; Thirty (30) Largest SEV/TAXABLE Taxpayer Report; IFT Reports; Special Act Reports – Neighborhood Enterprise Zones (NEZs); Payments in Lieu of Taxes (PILOTS); Finance Officers Reports; City Council and Other Departmental Reports.
6. To efficiently service the public by updating and maintaining taxpayer mailing addresses, processing property transfer affidavits, hardship applications, non-profit exemptions, principal residence exemptions, and title company deed requests.
7. Continue to update all cartographic maps, parcel maps, process all engineering changes, and provide boundaries for all abated districts.

MAJOR INITIATIVES FOR FY 2006-07:

- Continue to implement Mayor's NEZ-Homestead Program
- Convert cubic footage of residential properties into square footage
- Land Value Studies
- Assist with implementation of converting Delinquent Water/Sewerage and Personal Property Taxes into Special Assessments
- Due to economic conditions in the State of Michigan, there is a significant increase in the volume of Property Transfer Affidavits, Hardship Applications, and formal assessment appeals (Assessors and Board of Review)
- Land Bank Activities (Michigan Land Bank, Wayne County Land Bank, Etc)

PLANNING FOR THE FUTURE FOR FY 2007-08, FY 2008-09 and BEYOND:

- Continued expansion of NEZ and other Special Abatement Programs
- Continue ongoing valuation of new construction including casino projects

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ASSESSMENTS MEASURES AND TARGETS

Type of Performance Measure:	2004-05	2005-06	2006-07	2007-08
List of Measures	Actual	Actual	Projection	Target
Inputs: Resources Allocated or Service Demands Made				
BOR Appeals: Letter, Protective, Walk-ins, Clerical Errors, etc.	22,721	23,821	24,800	35,500
Board of Review – Hardships Granted	1,807	1,973	2,002	4,000
Board of Review – Hardships Processed	3,105	3,400	3,500	6,000
Number of Taxpayers Serviced	34,420	38,811	42,000	71,000
Taxpayers Telephone Inquiries Handled	85,000	90,100	95,000	125,000
Real Property Inputs – Equalizer System	60,000	70,000	80,000	135,000
Michigan Tax Tribunal – New and Resolved	600	900	800	1,400
Michigan Tax Tribunal Appraisal – Full Valuation Disclosure	600	800	700	1,180
Michigan Tax Tribunal Hearings – Appraiser	390	400	550	790
Outputs: Results or Impacts of Program Activities				
“Taxpayer of Record” Updates	3,364	2,072	3,300	5,000
Number of Returned Mail Processed from Statutory Mailings	25,000	50,000	45,000	77,000
Principal Residence Exemption Affidavits Processed ¹	30,952	16,369	25,000	27,000
Property Transfer Affidavits Processed	76,563	35,609	41,000	50,000
Non-Profit (501C3) Exemptions/Denials Processed	700	1,025	1,500	500
Freedom of Information Act (FOIA) Requests Processed	104	100	120	100
Hardship Cases Defended/Answered for MTT Docket Cases	124	180	250	250
Permits-Reappraisals (=) or (-)	24,500	32,000	35,000	59,000
Engineering Changes (Combinations/Divisions)	2,785	3,000	4,727	1,600
Engineering Changes, Other	505	600	750	1,300
City Acquisitions Processed	1,500	1,700	2,000	2,000
City Sales Processed	7,500	9,200	9,000	9,000
State Auction Sales	7,500	8,700	9,000	9,000
New Construction	414	600	720	1,220
Exemption Status Investigations	182	208	400	400
Number of Unsafe/Illegal Bldg. Conditions Reports	90	100	200	200
Building Permits Processed	5,100	12,000	15,000	25,000
Sales Verifications	500	100	2,000	2,000
Personal Property Field Reviews (canvas)	6,000	8,050	9,000	15,000
Personal Property New Parcels Created	500	700	800	1,400
Personal Property Statements Processed	10,200	10,000	12,000	17,000
Personal Property Audits	1,010	1,200	1,300	1,300
Michigan Tax Tribunal Stipulations Processed	397	710	805	1,000
MTT/STC Consent Judgment Postings	1,200	1,500	1,600	2,000
Special Assessment Roll Items	0	2,184	5,000	5,000
Special Assessment Hearings	0	120	200	200
Apex Sketches and Photos	914	7,600	8,720	12,500
Number of Special Parcel Maps Created	60	83	151	151
Technical Support Requests for Equalizer Tax and Assessing	403	440	512	640
Number of Cartographic Maps Updated	10,087	11,103	11,000	11,000
Number of Parcel Map Revisions	4,193	3,827	4,209	4,209
Activity Costs	\$6,071,229	\$6,022,297	\$5,181,534	\$5,568,394

¹Includes original submissions, updates and recessions (formerly known as Homestead Exemption).

CITY OF DETROIT
Finance Department
Financial Detail by Appropriation and Organization

Assessment	2006-07 Redbook		2007-08 Dept Final Request		2007-08 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Assessments Division						
<i>APPROPRIATION ORGANIZATION</i>						
00060 - Assessments Division						
230120 - Assessment	59	\$5,181,534	72	\$6,611,773	58	\$5,568,394
APPROPRIATION TOTAL	59	\$5,181,534	72	\$6,611,773	58	\$5,568,394
ACTIVITY TOTAL	59	\$5,181,534	72	\$6,611,773	58	\$5,568,394

CITY OF DETROIT
Budget Development for FY 2007-2008
Appropriations - Summary Objects

	2006-07 Redbook	2007-08 Dept Final Request	2007-08 Mayor's Budget Rec
AC1023 - Assessments			
<i>A23000 - Finance Department</i>			
SALWAGESL - Salary & Wages	2,550,206	3,307,262	2,893,181
EMPBENESL - Employee Benefi	1,885,178	2,367,705	1,927,379
PROFSVCSL - Professional/Cont	261,640	405,980	270,440
OPERSUPSL - Operating Supplie	26,372	26,372	26,372
OPERSVCSL - Operating Service	455,955	455,955	448,839
CAPEQUPSL - Capital Equipmen	0	48,499	0
FIXEDCHGSL - Fixed Charges	2,183	0	2,183
<i>A23000 - Finance Department</i>	<i>5,181,534</i>	<i>6,611,773</i>	<i>5,568,394</i>
AC1023 - Assessments	5,181,534	6,611,773	5,568,394
Grand Total	5,181,534	6,611,773	5,568,394

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PURCHASING ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: PURCHASING

This activity is responsible for the processing of City purchase orders and contracts. It also serves as a liaison between the City and business enterprises.

GOALS:

Improve customer satisfaction by instituting purchasing processes that meet the needs of departments and suppliers in an accurate and timely manner.

1. Purchase the City's goods and services in a manner to obtain the highest value for the lowest possible cost.
2. Reduce the length of time required to obtain goods and services.
3. Increase the participation of Detroit-based and Detroit-Headquartered business enterprises.

MAJOR INITIATIVES FOR FY 2006-07:

- Provide training to the departments on the DRMS/Oracle Purchasing Module. This initiative requires revisions to the purchasing manuals and subsequent education for the departments on the correct usage of the module. This training is provided quarterly on a first come first served basis.
- Reduction of the use of Standard Purchase Orders (or spot buying) by consolidating contracts that are similar in nature.
- Establish a Contract/Blanket Purchase Order Log updated monthly and e-mailed to all City of Detroit Agencies. This log is a listing of various contracts available for citywide usage.
- Utilize the NIGP (National Institute of Government Purchasing) organization contacts for benchmarking ideas in fine-tuning our procurement process.
- Continue outreach and training of the department liaison personnel regarding utilization of the Contract Administration Manual (available on the DRMS web site).
- Provide training to department personnel on policies and procedures, which govern procurement. Continue outreach efforts to update departments on purchasing policies and procedures. Provide comprehensive training for employees who have a role in procurement for their agencies through Purchasing University (i.e. an overview of the purchasing process).
- Monitor compliance with the Living Wage Ordinance.
- Monitor compliance with Privatization Ordinance.
- Monitor compliance with Anti-slavery ordinance.
- Increase the utilization of electronic procurement tools to more effectively reach the vendor community.
- Continuation of education and training for staff, including professional certifications.
- Continuation of the review and reorganization of Purchasing Division's professional and clerical staff titles, duties and workloads. (Continuous Improvement Process)

PLANNING FOR THE FUTURE FOR FY 2007-08, FY 2008-09 and BEYOND:

In the interest of continuous improvement, the Purchasing Division has identified a number of technological and alternative processes, which should be investigated over the next three (3) to five (5) years, that may advance the City of Detroit's procurement efforts.

- General Acceptance of electronic quotes from vendors in a secured environment.
- Post Request for Quotations and Request for Proposals on the City of Detroit's website in a format which may be downloaded by vendors.
- Supplier Outreach to current vendors on record emphasizing (Finance) Purchasing service improvements.
- On-line (automatic) re-ordering of supplies when the requirements reach the maximum allowable depletion levels (EOQ).
- Electronic Data Interface (EDI) for price lists or at minimum the use of the price lists available on CD-ROM.

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PURCHASING MEASURES AND TARGETS

Type of Performance Measure:	2004-05	2005-06	2006-07	2007-08
List of Measures	Actual	Actual	Projection	Target
Outputs: Units of Activity directed toward Goals				
Departmental training (mass and special)	Quarterly	Quarterly	Quarterly	Quarterly
Supplier training (mass)	Bi-Annually	Bi-Annually	Bi-Annually	Bi-Annually
Detroit Based Supplier Outreach and Training	Bi-Annually	Bi-Annually	Bi-Annually	Bi-Annually
Staff training and development sessions	Quarterly	Quarterly	Quarterly	Quarterly
Purchase order changes processed	100	95	85	100
Contracts processed	841	750	765	775
Contract changes processed	600	600	600	600
Number of Detroit-Based Small Business contracts	2,593	2,600	2,575	2,600
Standard Purchase Orders (SPO's) processed	398	389	377	389
Period Agreements processed	439	400	380	400
Efficiency: Program Costs related to Units of Activity				
Time for procurement process	53 days	45 days	50 days	50 days
Response time for formal complaints	5 days	5 days	5 days	5 days
Activity Costs	\$2,447,487	\$1,883,211	\$2,144,619	\$2,059,972

CITY OF DETROIT
Finance Department
Financial Detail by Appropriation and Organization

Purchasing	2006-07		2007-08		2007-08	
	Redbook		Dept Final		Mayor's	
Purchasing Division	FTE	AMOUNT	FTE	AMOUNT	Budget Rec	FTE
						AMOUNT
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
00061 - Purchasing Division						
230080 - Purchasing	22	\$2,144,619	22	\$2,193,572	22	\$2,059,972
APPROPRIATION TOTAL	22	\$2,144,619	22	\$2,193,572	22	\$2,059,972
ACTIVITY TOTAL	22	\$2,144,619	22	\$2,193,572	22	\$2,059,972

CITY OF DETROIT
Budget Development for FY 2007-2008
Appropriations - Summary Objects

	2006-07 Redbook	2007-08 Dept Final Request	2007-08 Mayor's Budget Rec
AC1523 - Purchasing			
<i>A23000 - Finance Department</i>			
SALWAGESL - Salary & Wages	1,070,411	1,081,628	1,051,303
EMPBENESL - Employee Benefi	756,010	775,685	695,348
OPERSUPSL - Operating Supplie	14,650	14,710	14,710
OPERSVCSL - Operating Service	303,548	321,549	298,611
<i>A23000 - Finance Department</i>	<i>2,144,619</i>	<i>2,193,572</i>	<i>2,059,972</i>
AC1523 - Purchasing	2,144,619	2,193,572	2,059,972
Grand Total	2,144,619	2,193,572	2,059,972

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TREASURY ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: TREASURY

The Treasury Division collects and records all taxes and monies received by the City and the Detroit Board of Education, acts as custodian of all funds and other liquid assets which belong to the City, disburses funds in accordance with the warrant of the Finance Director and/or School Fiscal Officers. Treasury also invests surplus funds and coordinates the sale of bonds for the financing of the City's capital programs.

The **Debt Management Unit** is responsible for financing the City's capital needs and those of quasi-public agencies (i.e., GDRRA, a separate Activity in the Non-Departmental Section), and for the investment of all City funds excluding pension funds.

GOALS:

Add value for our customers and stakeholders through the effective, efficient management and safeguarding of the City's financial activities, assets and human resources.

1. Maximize revenue collections.
2. Maintain excellent customer relations.
3. Provide safe working conditions.
4. Maintain accurate records/timely billing.
5. Operate a cost-effective division.
6. Safeguard City assets.

MAJOR INITIATIVES FOR FY 2006-07:

- Install Interactive Voice Response (IVR) Information /Call Sequencer System
- Collection Management System
- Cashing System Upgrades
- Install Delinquent Personal Property
- Accounts Receivable Lockbox Implementation
- Install Treasury Module

PLANNING FOR THE FUTURE FOR FY 2007-08, FY 2008-09 and BEYOND:

- Billing and Accounts Receivable System (BARS) Archive
- Online Payment Date & Access System (Property Tax & Accounts Receivable)
- Migrate in-house systems on the accounts receivable module
- Enhance cash management processes

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TREASURY MEASURES AND TARGETS

Type of Performance Measure:	2004-05	2005-06	2006-07	2007-08
List of Measures	Actual	Actual	Projection	Target
Outputs: Units of Activity directed toward Goals				
Prior year delinquent property tax collections (including interest and penalty)	\$38,000,000	\$6,317,000	\$6,400,000	\$6,000,000
Number of property tax receipts processed	27	27	27	35
Receipts processed - teller	700,000	475,000	600,000	600,000
Checks disbursed	260,000	286,000	200,000	400,000
Income tax checks deposited	900,000	1,010,000	1,000,000	800,000
Monies "escheated" to the State	85,000	85,000	100,000	80,000
Customers served on site	1,000,000	750,000	750,000	750,000
Outcomes: Results or Impacts of Program Activities				
Number of customer complaints	750	480	240	100
Percent of current property tax levy collected in current year	93%	86%	90%	97%
Interest on Michigan Tax Tribunals	\$30,000	N/A	\$35,000	\$35,000
Delinquent Property Tax Collection rate	25%	25%	25%	35%
Efficiency: Program Costs related to Units of Activity				
Timeliness of complaints answered	2 days	2 days	2 days	2 days
Timely processing of refund orders	8 days	10 days	10 days	10 days
Total time to process overpayments	35 days	45 days	45 days	30 days
Activity Costs	\$5,890,154	\$3,789,329	\$5,082,129	\$5,545,442

CITY OF DETROIT
Finance Department
Financial Detail by Appropriation and Organization

Treasury	2006-07		2007-08		2007-08	
	Redbook		Dept Final		Mayor's	
Treasury Division	FTE	AMOUNT	FTE	AMOUNT	Budget Rec	FTE
						AMOUNT
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
00063 - Treasury Division						
230070 - Treasury	50	\$5,082,129	60	\$5,592,383	57	\$4,725,775
230075 - Debts and Disbursements	0	\$0	0	\$0	8	\$819,668
APPROPRIATION TOTAL	50	\$5,082,129	60	\$5,592,383	65	\$5,545,442
ACTIVITY TOTAL	50	\$5,082,129	60	\$5,592,383	65	\$5,545,442

CITY OF DETROIT
Budget Development for FY 2007-2008
Appropriations - Summary Objects

	2006-07 Redbook	2007-08 Dept Final Request	2007-08 Mayor's Budget Rec
AC2023 - Treasury			
<i>A23000 - Finance Department</i>			
SALWAGESL - Salary & Wages	1,918,047	2,324,978	2,642,959
EMPBENESL - Employee Benefi	1,403,333	1,670,616	1,763,850
PROFSVCSL - Professional/Cont	425,130	586,400	276,400
OPERSUPSL - Operating Supplie	82,839	111,624	94,425
OPERSVCSL - Operating Service	1,252,780	898,765	727,808
FIXEDCHGSL - Fixed Charges	0	0	40,000
<i>A23000 - Finance Department</i>	<i>5,082,129</i>	<i>5,592,383</i>	<i>5,545,442</i>
AC2023 - Treasury	5,082,129	5,592,383	5,545,442
Grand Total	5,082,129	5,592,383	5,545,442

FINANCE (23)

ACCOUNTING OPERATIONS ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: ACCOUNTING OPERATIONS

The Accounts Division is responsible for maintaining accounting controls; pre-audit of expenditures and processing all payments including payrolls. This activity includes (1) General Accounting, (2) Project Administration, (3) Accounts Payable, (4) Payroll Audit and (5) Risk Management. The Accounts Division also administers Income Tax operations, the Pension Bureau, and Employee Benefit Plans, which are housed in separate activities.

The **Risk Management Unit** protects the assets and earning power of the City from loss or destruction and is responsible for maintaining the self-insurance Risk Management Fund created in 1995.

GOALS:

1. Improve customer satisfaction by instituting business processes that meet the needs of departments, vendors, taxpayers and employees in an accurate and timely manner.
2. Improve the payment processing time by upgrading systems and continuously improving internal operations.
3. Facilitate business development and economic growth by providing timely and accurate financial information, analysis and arrangements.
4. Improve the City's financial position by maximizing income tax revenues, controlling expenditures, managing exposure to risk, monitoring debt parameters and reporting financial information in an accurate and timely fashion.
5. Improve the City's system of financial control.
6. Improve readiness of financial information to expedite audit process.

MAJOR INITIATIVES FOR FY 2006-07:

- Payroll Audit will continue upgrade of Human Resources/Payroll system, including implementation of front-end time captures – to be completed in FY 2006-07.
- Accounts Payable will work with appropriate banking institutions to implement electronic processing of vendor payments.
- The Risk Management Division will implement ergonomic study of the job classifications causing the greatest amount of worker's compensation costs in order to identify unsafe working practices/policies for a greater reduction of worker's compensation costs.
- The Risk Management Division will continue to increase its advisory role responsibilities to the Risk Management Council and the Law Department in order to reduce expenditures due to claims and lawsuits against the City of Detroit.

PLANNING FOR THE FUTURE FOR FY 2007-08, FY 2008-09 and BEYOND:

- Accounts payable will work with Project Administration and Purchasing divisions to develop procedures to reduce the number of purchases processed through imprest (petty cash) accounts.
- The Risk Management Division will complete implementation its Risk Master software system, which will integrate databases between Risk Management, Law Department, Human Resources, Police and Fire, and Oracle Financials.

FINANCE (23)

ACCOUNTING OPERATIONS MEASURES AND TARGETS

Type of Performance Measure: List of Measures	2004-05 Actual	2005-06 Actual	2006-07 Projection	2007-08 Target
Outputs: Units of Activity directed toward Goals				
Vendor payments processed	177,808	169,781	175,000	175,000
Investment portfolio rate of return	1.99%	4.10%	5.07%	4.75%
Outcomes: Results or Impacts of Program Activities				
Number of employees on Workers' Compensation	N/A	N/A	460	460
Workers' Comp payroll	\$8,950,000	N/A	\$6,000,000	\$6,000,000
Workers' Comp medical (excludes DWSD)	\$6,990,000	N/A	\$6,700,000	\$6,700,000
Number of Vehicular Accidents	1,000	N/A	N/A	N/A
Efficiency: Program Costs related to Units of Activity				
Timely investigation of all accident reports	2.0 days	2.0 days	2.0 days	2.0 days
Percent of accounts payable paid in 45 days	N/A	N/A	90%	N/A
Number of days to process daily investment transactions	2	2	2	1
Activity Costs	\$15,013,462	\$10,423,441	\$8,862,371	\$8,716,803

CITY OF DETROIT
Finance Department
Financial Detail by Appropriation and Organization

Project Administration Accounts Division - Administration	2006-07 Redbook		2007-08 Dept Final Request		2007-08 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<i>APPROPRIATION ORGANIZATION</i>						
00245 - Accounts Division - Administration						
230020 - Project Administration	2	\$288,220	3	\$401,258	3	\$377,115
230030 - Accounts Payable	11	\$789,666	12	\$719,716	12	\$897,045
230060 - Payroll Audit	17	\$1,281,764	18	\$1,466,331	20	\$1,610,649
230090 - Debt Management	5	\$652,866	5	\$490,606	0	\$0
230100 - Risk Management	16	\$1,405,540	16	\$1,421,674	16	\$1,376,307
230130 - General Accounting	15	\$1,970,196	15	\$2,570,780	15	\$1,997,506
APPROPRIATION TOTAL	66	\$6,388,252	69	\$7,070,365	66	\$6,258,622
00832 - Departmental Accounting Operations						
230050 - Departmental Accounting Operations	35	\$2,474,119	55	\$3,924,569	34	\$2,458,181
APPROPRIATION TOTAL	35	\$2,474,119	55	\$3,924,569	34	\$2,458,181
ACTIVITY TOTAL	101	\$8,862,371	124	\$10,994,934	100	\$8,716,803

CITY OF DETROIT
Budget Development for FY 2007-2008
Appropriations - Summary Objects

	2006-07	2007-08	2007-08
	Redbook	Dept Final	Mayor's
		Request	Budget Rec
AC2523 - Accounting Operations			
<i>A23000 - Finance Department</i>			
SALWAGESL - Salary & Wages	4,536,965	5,814,305	4,665,827
EMPBENESL - Employee Benefi	3,319,799	4,076,920	3,125,805
PROFSVCSL - Professional/Cont	200,927	471,927	271,927
OPERSUPSL - Operating Supplie	90,692	90,820	83,139
OPERSVCSL - Operating Service	671,430	495,862	567,228
CAPEQUPSL - Capital Equipmen	1,381	4,900	1,500
OTHEXPSSL - Other Expenses	0	200	200
FIXEDCHGSL - Fixed Charges	41,177	40,000	1,177
<i>A23000 - Finance Department</i>	<i>8,862,371</i>	<i>10,994,934</i>	<i>8,716,803</i>
AC2523 - Accounting Operations	8,862,371	10,994,934	8,716,803
Grand Total	8,862,371	10,994,934	8,716,803

FINANCE (23)

INCOME TAX OPERATION ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: INCOME TAX OPERATION

Administer and enforce the Michigan Uniform Income Tax Act (Ordinance 900-F) and the Michigan Utility Users Tax Act (Ordinance No. 521-G)

GOALS:

1. To maintain and enhance the fully integrated income and utility users Tax Administration System (TAS).
2. Continuous improvement of customer services.
3. Continue outreach programs.
4. Enhance income and utility users tax base.
5. Maximize income and utility users tax revenue.

MAJOR INITIATIVES FOR FY 2006-07:

Several major initiatives are underway:

- Timely processing of Income Tax returns.
- Provide support and maintenance of TAS system in-house on City's Unix platform.
- Monitor impact of Utility deregulation on City's revenue.
- Provide support and maintenance of Tax Imaging System hardware and software.
- Maximize revenue collections of delinquent taxpayers.
- Electronic processing of withholding payments.
- Continue non-filer program to increase taxpayer compliance with City Ordinance.
- Lower the interest paid on refunds.
- Website enhancements including on-line inquires.

PLANNING FOR THE FUTURE FOR FY 2007-08, FY 2008-09 and BEYOND:

- Implement Interactive Voice Response System.
- Continue specialized compliance with the Internal Revenue Service.
- Electronic Tax Filing.

FINANCE (23)

INCOME TAX OPERATION MEASURES AND TARGETS

Type of Performance Measure:	2004-05	2005-06	2006-07	2007-08
List of Measures	Actual	Actual	Projection	Target
Outputs: Units of Activity directed toward Goals				
Refunds paid (checks issued)	157,650	154,449	220,000	150,000
Annual returns processed (estimates, income tax and withholding)	458,933	470,479	460,000	470,000
Assessments issued	61,211	184,125	100,000	185,000
Payment documents processed	154,120	190,105	225,000	190,000
Number of dunning notices sent	Monthly	Monthly	Monthly	Monthly
Tax clearances	4,126	4,340	4,000	4,300
Income Tax returns processed	335,378	312,410	330,000	300,000
Outcomes: Results or Impacts of Program Activities				
Interest paid for late refunds	41,887	93,563	70,000	100,000
Income tax collections percent of budget	88%	104%	100%	100%
Utility Users Tax collections as percent of budget	93%	107%	100%	100%
Efficiency: Program Costs related to Units of Activity				
Percent of tax returns timely processed	70%	67%	70%	70%
Activity Costs	\$6,457,743	\$4,617,753	\$4,107,115	\$4,399,783

CITY OF DETROIT
Finance Department
Financial Detail by Appropriation and Organization

Income Tax	2006-07 Redbook		2007-08 Dept Final Request		2007-08 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Accounts - City Income Tax Operation						
<i>APPROPRIATION ORGANIZATION</i>						
00247 - Accounts - City Income Tax Operation						
230110 - Income Tax	51	\$4,107,115	53	\$4,714,176	56	\$4,399,783
APPROPRIATION TOTAL	51	\$4,107,115	53	\$4,714,176	56	\$4,399,783
ACTIVITY TOTAL	51	\$4,107,115	53	\$4,714,176	56	\$4,399,783

CITY OF DETROIT
Budget Development for FY 2007-2008
Appropriations - Summary Objects

	2006-07 Redbook	2007-08 Dept Final Request	2007-08 Mayor's Budget Rec
AC3023 - Income Tax Operation			
<i>A23000 - Finance Department</i>			
SALWAGESL - Salary & Wages	1,820,680	2,140,869	2,138,435
EMPBENESL - Employee Benefi	1,370,529	1,546,615	1,434,534
PROFSVCSL - Professional/Cont	98,121	120,000	100,000
OPERSUPSL - Operating Supplie	178,738	181,784	181,784
OPERSVCSL - Operating Service	602,699	624,908	545,030
FIXEDCHGSL - Fixed Charges	36,348	100,000	0
<i>A23000 - Finance Department</i>	<i>4,107,115</i>	<i>4,714,176</i>	<i>4,399,783</i>
AC3023 - Income Tax Operation	4,107,115	4,714,176	4,399,783
Grand Total	4,107,115	4,714,176	4,399,783

FINANCE (23)

PENSION ADMINISTRATION ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: PENSION ADMINISTRATION

This activity is responsible for the administration of the employee pension and retirement systems, and the employee benefit plans.

GOALS:

1. Provide a safer environment for our citizens and our employees by enhancing our safety, training and wellness program.
 - Enroll all new employees in either the General Retirement System or the Policemen and Firemen Retirement System and the Employee Benefit Plan.
 - Audit and pay all medical exams for employees applying for disability retirements.
 - Educate staff to daily shred all discarded documents, which contain personal employee information.
2. Improve customer satisfaction by instituting business processes that meet the needs of departments, vendors, taxpayers and employees in an accurate and punctual manner.
 - Monitor the earnings of all employees for credit to either the General Retirement System or the Police and Firemen Retirement System.
 - Estimate, compute, counsel and assist employees in filing of requests for retirement (service, non-duty, duty, early, vested, survivors, etc.).
 - Maintain and enhance the Retirement System Investment Web site.
 - Schedule and document all meetings of the General Retirement System, the Policemen and Firemen Retirement System and the Employees Benefit Plan.
 - Communicate with all active and retired employees on ongoing basis.
 - Maintain and enhance the Retirement System's Internet Web site.
3. Facilitate business development and economic growth by providing timely and accurate financial information, analyses and arrangements.
 - Monitor the investments of the General Retirement System, the Policemen and Firemen Retirement System and the Employee Benefit Plan.
4. Improve the City's financial position by maximizing revenues, controlling expenditures, managing exposure to risk, monitoring debt parameters and reporting financial information in an accurate and timely fashion.
 - Prepare the monthly payroll for the General Retirement System and the Policemen and Firemen Retirement System and all related details concerning these payrolls.
 - Perform all required accounting functions for the General Retirement System and the Policemen and Firemen Retirement System.
 - Prepare all information necessary for the yearly actuarial valuations of the General Retirement System, the Policemen and Firemen Retirement System and the Employee Benefit Plan.
 - Audit all disability earnings to ensure proper payment.
 - Prepare all reports required by the trustees.
 - Produce an annual report to be distributed to all active and retired employees and other interested parties.
 - Produce personal employee benefit statements.
 - Produce semiannual newsletter.
 - Audit and pay all death benefits for active and retired employees.

MAJOR INITIATIVES FOR FY 2006-07:

Installation of new more user friendly phone system.

PLANNING FOR THE FUTURE FOR FY 2007-08, FY 2008-09 and BEYOND:

Continuation and completion of imaging project to encompass entire office processes. (namely accounting section)

FINANCE (23)

PENSION ADMINISTRATION MEASURES TARGETS

Type of Performance Measure:	2004-05	2005-06	2006-07	2007-08
List of Measures	Actual	Actual	Projection	Target
Inputs: Resources Allocated or Service Demands Made				
Retirement system income collection (including accruals)	100%	100%	100%	100%
Retirees added to payroll	820	850	850	900
Outputs: Units of Activity directed toward Goals				
Disabilities approved	60	60	60	60
Accuracy of computation and payment	100%	100%	100%	100%
Efficiency: Program Costs related to Units of Activity				
Percent of retirees using direct deposit	70%	70%	80%	80%
Number of days to refund annuity monies (from Board approval)	3	3	3	3
Number of hours to return calls	24	24	24	24
Number of days to answer letters	5	5	5	5
Activity Costs	\$3,556,558	\$2,610,876	\$6,620,527	\$9,009,598

CITY OF DETROIT
Finance Department
Financial Detail by Appropriation and Organization

Pension	2006-07 Redbook		2007-08 Dept Final Request		2007-08 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<hr/>						
Accounts - Pension and Employee Benef						
<hr/>						
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
00246 - Accounts - Pension and Employee Benef						
230040 - Pension	40	\$6,620,527	45	\$10,086,226	41	\$9,009,598
APPROPRIATION TOTAL	40	\$6,620,527	45	\$10,086,226	41	\$9,009,598
ACTIVITY TOTAL	40	\$6,620,527	45	\$10,086,226	41	\$9,009,598

CITY OF DETROIT
Budget Development for FY 2007-2008
Appropriations - Summary Objects

	2006-07 Redbook	2007-08 Dept Final Request	2007-08 Mayor's Budget Rec
AC4523 - Pensions & Employee Benefits			
<i>A23000 - Finance Department</i>			
SALWAGESL - Salary & Wages	1,807,921	2,119,393	1,904,861
EMPBENESL - Employee Benefi	1,330,827	1,503,357	1,265,765
PROFSVCSL - Professional/Cont	2,719,800	3,034,982	3,034,982
OPERSUPSL - Operating Supplie	75,750	75,254	75,254
OPERSVCSL - Operating Service	471,429	2,787,410	2,513,936
CAPEQUPSL - Capital Equipmen	20,000	33,000	20,000
OTHEXPSSL - Other Expenses	194,800	532,830	194,800
<i>A23000 - Finance Department</i>	<i>6,620,527</i>	<i>10,086,226</i>	<i>9,009,598</i>
AC4523 - Pensions & Employee Benefits	6,620,527	10,086,226	9,009,598
Grand Total	6,620,527	10,086,226	9,009,598

CITY OF DETROIT
Budget Development for FY 2007-2008
Appropriation Summary - Revenues

	2005-06 Actuals	2006-07 Redbook	2007-08 Dept Final Request	2007-08 Mayor's Budget Rec	Variance
A23000 - Finance Department					
<i>00060 - Assessments Division</i>					
447370 - Sale-Mfrd & Reproducer	147,434	58,000	100,000	150,000	92,000
447555 - Other Reimbursements	55	0	0	0	0
<i>00060 - Assessments Division</i>	<i>147,489</i>	<i>58,000</i>	<i>100,000</i>	<i>150,000</i>	<i>92,000</i>
<i>11478 - Personal Property Audit Program</i>					
432330 - Grants-Other	576,123	0	0	0	0
<i>11478 - Personal Property Audit Progr</i>	<i>576,123</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>00061 - Purchasing Division</i>					
472230 - Recoveries	48	0	0	0	0
<i>00061 - Purchasing Division</i>	<i>48</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>00063 - Treasury Division</i>					
421100 - Liquor & Beer Licenses	13,393	0	0	0	0
448115 - Other Fees	358,885	298,860	298,860	298,860	0
448155 - Other Fees-County	45,878	0	0	0	0
449125 - Personal Services	0	0	0	124,500	124,500
472100 - Other Forfeits And Pen	33,167	33,220	33,220	33,220	0
474110 - Miscellaneous Receipts	80	0	0	0	0
474140 - Misc Receipts-Postage	22,301	0	275,000	0	0
<i>00063 - Treasury Division</i>	<i>473,704</i>	<i>332,080</i>	<i>607,080</i>	<i>456,580</i>	<i>124,500</i>
<i>00245 - Accounts Division - Administration</i>					
447555 - Other Reimbursements	129,278	187,388	187,388	187,388	0
449125 - Personal Services	55,522	124,500	80,000	0	(124,500)
449155 - Personal Services-Deptl	116,286	301,501	322,395	301,501	0
474100 - Miscellaneous Receipts	53,023	0	0	0	0
<i>00245 - Accounts Division - Administra</i>	<i>354,109</i>	<i>613,389</i>	<i>589,783</i>	<i>488,889</i>	<i>(124,500)</i>
<i>00247 - Accounts - City Income Tax Operation</i>					
472230 - Recoveries	1,160	0	0	0	0
<i>00247 - Accounts - City Income Tax Oj</i>	<i>1,160</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>00246 - Accounts - Pension and Employee Benet</i>					
447615 - Other Reimb - Pension	2,610,015	6,025,527	8,946,226	8,659,598	2,634,071
<i>00246 - Accounts - Pension and Empl</i>	<i>2,610,015</i>	<i>6,025,527</i>	<i>8,946,226</i>	<i>8,659,598</i>	<i>2,634,071</i>
A23000 - Finance Department	4,162,648	7,028,996	10,243,089	9,755,067	2,726,071
Grand Total	4,162,648	7,028,996	10,243,089	9,755,067	2,726,071

CITY OF DETROIT
MAYOR'S 2007/2008 RECOMMENDED BUDGET

Finance Department

Appropriation	REDBOOK FY 2006	DEPT REQUEST	MAYORS FY 2007
Organization	2007 FTE	FY 2007 2008	2008 FTE
Classification			
00058 - Administration			
230010 - Administration			
Finance Director	1	1	1
Deputy Finance Director	1	1	1
Executive Secretary III	1	1	1
Executive Secretary II	1	1	1
Office Assistant II	1	0	0
Total Administration	5	4	4
Total Administration	5	4	4
00060 - Assessments Division			
230120 - Assessment			
Assessor	3	3	3
Manager II - Finance	1	1	1
Manager I - Finance	2	3	2
Business System Support Splst	1	1	1
Sprv-Assessment Rec & Admin	2	2	2
Assessors Board Coord	1	1	1
Appraiser III	3	5	3
Appraiser II	16	17	15
Appraiser I	6	6	6
Appraisal Technician II	3	5	3
Appraisal Technician I	9	12	9
Executive Secretary I	1	1	1
Senior Stenographer	1	1	1
Head Clerk	1	1	1
Principal Clerk	2	2	2
Senior Clerk	2	4	2
Office Assistant III	4	4	4
Clerk	1	3	1
Total Assessment	59	72	58
Total Assessments Division	59	72	58

CITY OF DETROIT
MAYOR'S 2007/2008 RECOMMENDED BUDGET

Finance Department

Appropriation	REDBOOK FY 2006	DEPT REQUEST	MAYORS FY 2007
Organization	2007 FTE	FY 2007 2008	2008 FTE
Classification			
00061 - Purchasing Division			
230080 - Purchasing			
Purchasing Director	1	1	1
Manager II - Finance	2	2	2
Business System Support Splst	2	2	2
Business Analyst	1	1	1
Principal Governmental Analyst	2	1	1
Principal Purchases Agent	4	4	4
Purchases Agent III	7	6	6
Purchasing Assistant	2	2	2
Executive Secretary II	1	1	1
Clerk	0	1	1
Purchasing Manager	0	1	1
Total Purchasing	22	22	22
Total Purchasing Division	22	22	22
00063 - Treasury Division			
230070 - Treasury			
Treasurer	1	1	1
Deputy City Treasurer	1	1	1
Manager I - Finance	1	2	2
Principal Accountant	3	5	0
Senior Accountant	4	6	3
Records Systems Specialist II	1	1	1
Executive Secretary I	1	1	0
Head Clerk	2	2	2
Condemnation Award Specialist	1	1	1
Revenue Collections Specialist	8	8	8
Revenue Collector	6	6	11
Revenue Collections Clerk	3	3	3
Principal Clerk	4	4	4
Senior Teller	4	4	4
Senior Clerk	6	5	5
Office Assistant III	3	3	3

CITY OF DETROIT
MAYOR'S 2007/2008 RECOMMENDED BUDGET

Finance Department

Appropriation Organization Classification	REDBOOK FY 2006 2007 FTE	DEPT REQUEST FY 2007 2008	MAYORS FY 2007 2008 FTE
00063 - Treasury Division			
230070 - Treasury			
Office Assistant II	1	1	2
Executive Secretary II	0	1	1
Clerk	0	5	5
Total Treasury	50	60	57
230075 - Debts and Disbursements			
Manager I - Finance	0	0	2
Investment Agent	0	0	1
Manager II - Finance	0	0	1
Principal Accountant	0	0	4
Total Debts and Disbursements	0	0	8
Total Treasury Division	50	60	65
00245 - Accounts Division - Administration			
230020 - Project Administration			
Manager II - Finance	1	1	1
Principal Accountant	1	2	2
Total Project Administration	2	3	3
230030 - Accounts Payable			
Manager I - Finance	1	1	1
Admin Asst - GD III - Finance	1	1	1
Senior Voucher Audit Clerk	2	2	2
Voucher Audit Clerk	7	7	7
Principal Accountant	0	1	1
Total Accounts Payable	11	12	12
230060 - Payroll Audit			
Manager II - Finance	1	0	1
Manager I - Finance	1	1	1
Admin Asst GD II - Finance	2	2	2
Principal Accountant	1	1	1
Administrative Specialist I	2	2	2
Sr Payroll Audit Clerk	5	5	5

CITY OF DETROIT
MAYOR'S 2007/2008 RECOMMENDED BUDGET

Finance Department

Appropriation	REDBOOK FY 2006	DEPT REQUEST	MAYORS FY 2007
Organization	2007 FTE	FY 2007 2008	2008 FTE
Classification			
00245 - Accounts Division - Administration			
230060 - Payroll Audit			
Payroll Audit Clerk	4	4	4
Head Clerk	1	1	1
Business System Support Splst	0	0	3
Executive Secretary I	0	1	0
General Manager - Finance	0	1	0
Total Payroll Audit	17	18	20
230090 - Debt Management			
General Manager - Finance	1	1	0
Manager II - Finance	1	1	0
Manager I - Finance	1	1	0
Investment Agent	1	1	0
Principal Accountant	1	1	0
Total Debt Management	5	5	0
230100 - Risk Management			
Manager II - Finance	1	1	1
Manager I - Finance	1	1	1
Risk Analyst	1	1	1
Sr Worker's Comp Specialist	1	1	1
Worker Compensation Specialist	5	5	5
Supervising Safety Officer	1	1	1
Safety Officer	4	4	4
Assistant Safety Officer	1	1	1
Office Assistant III	1	1	1
Total Risk Management	16	16	16
230130 - General Accounting			
Chief Accounting Officer	1	1	1
General Manager - Finance	1	1	1
Manager II - Finance	1	1	1
Manager I - Finance	3	3	2
Principal Accountant	7	7	7

CITY OF DETROIT
MAYOR'S 2007/2008 RECOMMENDED BUDGET

Finance Department

Appropriation	REDBOOK FY 2006	DEPT REQUEST	MAYORS FY 2007
Organization	2007 FTE	FY 2007 2008	2008 FTE
Classification			
00245 - Accounts Division - Administration			
230130 - General Accounting			
Senior Accountant	1	1	2
Executive Secretary I	1	1	1
Total General Accounting	15	15	15
Total Accounts Division - Administration	66	69	66
00246 - Accounts - Pension and Employee Be			
230040 - Pension			
General Manager - Pension	1	1	1
Manager II - Pension	2	2	2
Manager I - Pension	3	3	3
Investment Analyst - Pension	1	1	1
Principal Accountant - Pension	3	4	4
Office Management Asst-Pension	1	1	1
Senior Accountant - Pension	7	7	5
Prin Govern Analyst-Pension	1	1	1
Head Clerk - Pension	2	2	2
Prinicpal Clerk - Pension	4	4	4
Recording Secretary - Ret Sys	3	3	3
Senior Clerk - Pension	4	5	5
Office Assistant III-Pension	4	6	4
Senior Stenographer - Pension	1	1	1
Clerk - Pension	2	2	2
Office Assistant II - Pension	1	1	2
Dept Exec Secretary I	0	1	0
Senior Stenographer	0	0	0
Senior Clerk	0	0	0
Principal Accountant	0	0	0
Total Pension	40	45	41
Total Accounts - Pension and Employee Bene	40	45	41

CITY OF DETROIT
MAYOR'S 2007/2008 RECOMMENDED BUDGET

Finance Department

Appropriation	REDBOOK FY 2006	DEPT REQUEST	MAYORS FY 2007
Organization	2007 FTE	FY 2007 2008	2008 FTE
Classification			
00247 - Accounts - City Income Tax Operation			
230110 - Income Tax			
General Manager - Finance	1	1	1
Manager II - Finance	1	1	1
Manager I - Finance	2	2	2
Principal Accountant	4	4	4
Senior Accountant	1	3	3
Sprv Income Tax Investigator	2	2	2
Senior Income Tax Investigator	13	13	13
Income Tax Investigator	13	13	13
Office Management Assistant	1	1	1
Head Clerk	1	1	1
Principal Clerk	1	1	1
Senior Clerk	2	2	2
Clerk	5	5	8
Office Assistant III	1	1	1
Office Assistant II	3	3	3
Total Income Tax	51	53	56
Total Accounts - City Income Tax Operation	51	53	56
00832 - Departmental Accounting Operations			
230050 - Departmental Accounting Operations			
Manager II - Finance	3	4	3
Manager I - Finance	4	5	5
Business System Support Splst	3	3	0
Principal Accountant	8	11	8
Senior Accountant	3	12	7
Accountant I	2	2	2
Revenue Collector	5	5	0
Senior Clerk	4	5	4
Office Assistant III	3	5	3
Executive Secretary III	0	1	0
Head Clerk	0	1	2

CITY OF DETROIT
MAYOR'S 2007/2008 RECOMMENDED BUDGET

Finance Department

Appropriation Organization Classification	REDBOOK FY 2006 2007 FTE	DEPT REQUEST FY 2007 2008	MAYORS FY 2007 2008 FTE
00832 - Departmental Accounting Operations			
230050 - Departmental Accounting Operations			
Senior Bookkeeper	0	1	0
Total Departmental Accounting Operations	<u>35</u>	<u>55</u>	<u>34</u>
Total Departmental Accounting Operations	<u>35</u>	<u>55</u>	<u>34</u>
11859 - Targeted Business Development			
230025 - Targeted Business Development			
Director of Targeted Business	1	1	1
Manager I - Targeted Business	1	1	1
Business Analyst	3	4	3
Total Targeted Business Development	<u>5</u>	<u>6</u>	<u>5</u>
Total Targeted Business Development	<u>5</u>	<u>6</u>	<u>5</u>
Agency Total	<u><u>333</u></u>	<u><u>386</u></u>	<u><u>351</u></u>